



Health Services
LOS ANGELES COUNTY

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October 31, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE CEQA FINDING AND APPROVE THE ACQUISITION OF
A MEDICAL RECORDS HIGH-DENSITY STORAGE AND FILING
SYSTEM FOR HUBERT H. HUMPHREY COMPREHENSIVE
HEALTH CENTER
(2nd District) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the Department of Health Services' equipment request for a high-density storage and filing system in the amount of \$327,055 for Hubert H. Humphrey Comprehensive Health Center.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

In approving the recommended actions, the Board is approving the CEQA action and authorizing the Department of Health Services (DHS) to purchase a major fixed asset piece of equipment, specifically, a medical records high-density storage and filing system for the Health Information Management at Hubert H. Humphrey Comprehensive Health Center (Humphrey CHC).

FISCAL IMPACT/FINANCING:

The estimated purchase cost is \$327,055. Funding is included in Southwest Network's Fiscal Year 2006-07 Final Budget. A one-year warranty and maintenance agreement is included with the purchase and a future maintenance agreement will be covered within Southwest Network's existing resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Health Information Management Department (Department) at Humphrey CHC currently manages over 40,000 medical records, and the number increases daily. The configuration of the current work space and filing system was designed 30 years ago and does not meet current utilization needs. Filing

and retrieving records are significantly compromised and the current system does not effectively permit timely and efficient record retrieval and delivery to the patient care givers as required by industry standards. In addition, crowded work conditions exist for the staff.

These conditions impact the ability to conduct routine business timely, efficiently and effectively. All medical records functions, consisting of record retrieval and distribution, file storage and maintenance, correspondence processing, and record coding are conducted in an open space spanning the width of the room. The purchase of the new equipment will maximize the space utilization for the equipment and the staff who file and retrieve records.

The equipment being purchased consists of mobile shelving that is mounted on moveable carriages. The carriages decrease the size of the footprint where files are stored. When access is required, the compressed files expand to permit retrieval. This equipment will increase medical records storage capacity.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence by promoting best practices for patient care and the Goal of Fiscal Responsibility by investing in the public infrastructure.

Consistency with DHS System Redesign

These actions meet DHS' strategic goals by improving health care provided by DHS and enhancing the health of the residents of Los Angeles County.

ENVIRONMENTAL IMPACT DOCUMENTATION:

The installation of this equipment is categorically exempt from CEQA pursuant to State CEQA Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, minor alteration of existing structures including installation of equipment which may require interior and exterior alterations of a building involving such things as interior partitions, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems, etc., is exempt.

CONTRACTING PROCESS:


The request complies with the County Equipment Policy that your Board approved on October 16, 2001, which requires Board approval prior to a department's purchasing/financing equipment with a unit cost of \$250,000 or greater. The equipment acquisition falls under the statutory authority of the Internal Services Department (ISD) Purchasing Agent, and the project requirements will be competitively solicited by the Purchasing Agent in accordance with County Purchasing Policies and Procedures.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The equipment acquisition will improve the medical record services provided by the Health Information Management Department at Humphrey CHC.

Upon approval by the Board of Supervisors, the Executive Officer, Board of Supervisors, is requested to return three adopted copies of this letter to the Department of Health Services and Internal Services Department.

Respectfully submitted,



Bruce A. Chernof, M.D.
Director and Chief Medical Officer

BAC:r
humphrey medical records.rf.wpd

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors
Internal Services Department
Auditor-Controller

FACT SHEET

RE: APPROVE CEQA FINDING AND APPROVE THE ACQUISITION OF A MEDICAL RECORDS HIGH-DENSITY STORAGE AND FILING SYSTEM FOR HUBERT H. HUMPHREY COMPREHENSIVE HEALTH CENTER

2nd District

CONTACT PERSON:

Floretta Taylor, Acting Lead Administrator
Hubert H. Humphrey Comprehensive Health Center
Telephone: (323) 846-4122

SUBJECT:

Find that the recommended change is CEQA exempt and approve the acquisition of a medical records high-density storage and filing system for Hubert H. Humphrey Comprehensive Health Center (Humphrey CHC).

REQUESTED ACTIONS:

The Board is requested to approve the CEQA finding and approve the acquisition of a medical records high-density storage and filing system for Humphrey CHC.

PROGRAM/EQUIPMENT:

The equipment acquisition will improve the medical record services provided by the Health Information Management Department at Humphrey CHC.

FUNDING:

The estimated purchase cost is \$327,055. Funding is included in Southwest Network's Fiscal Year 2006-07 Final Budget. A one-year warranty and maintenance agreement is included with the purchase and a future maintenance agreement will be covered within Southwest Network's existing resources.

TERMINATION PROVISION:

Not applicable.

CONTRACT TERM:

Not applicable.

AUTOMATIC RENEWAL:

Not applicable.

FIRST BOARD APPROVED CONTRACT:

Not applicable.

FACT SHEET (Cont'd)

CONTRACT EXPIRATION:

Not applicable.

RETROACTIVITY:

Not applicable.

REQUEST FOR PROPOSALS (RFP) PROCESS:

Not applicable.

SOLE SOURCE JUSTIFICATION:

Not applicable.

LOS ANGELES COUNTY ONLINE WEB SITE:

Not applicable.

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